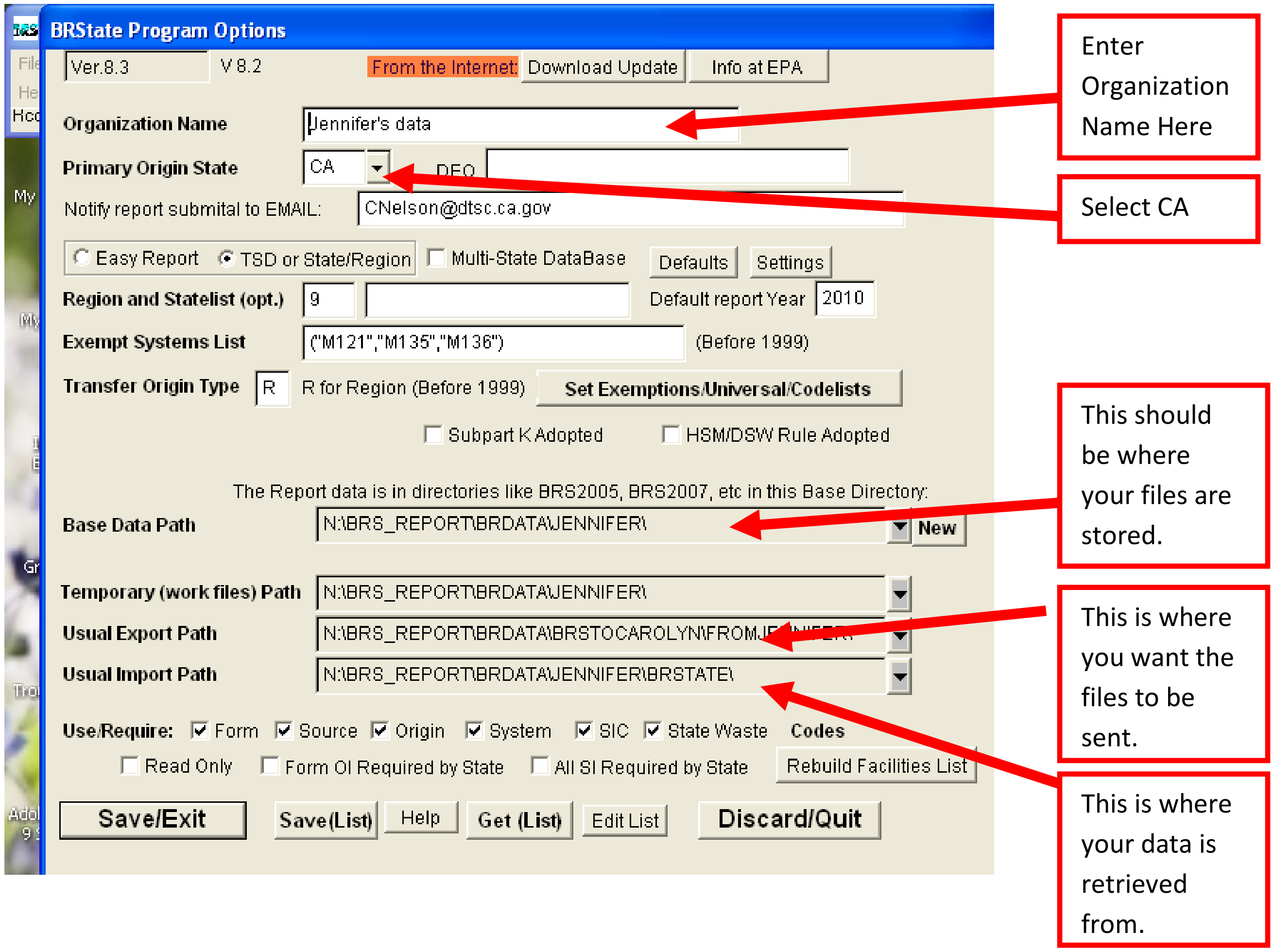
BRState Software Instructions

Once you have installed the BRState Software open the program. You will a screen similar to this one below. Click on Create a New Report Year to set up the program for the correct reporting year.

This is the main (start up) screen.

To set up your user and report options click on the “STATE Set Up User and Report Options. “

"STATE Set Up User and Report Options. "



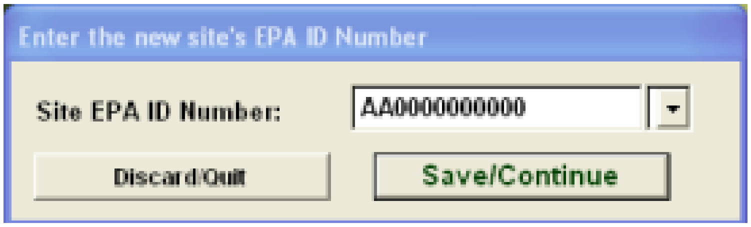
You will use this screen to set your export and import paths. Enter your organization's name and select CA for your state.

Make sure that all the fields checked on the screen above are checked on your version of the software. Once you are done click "Save/Exit" to take you back to the main screen.

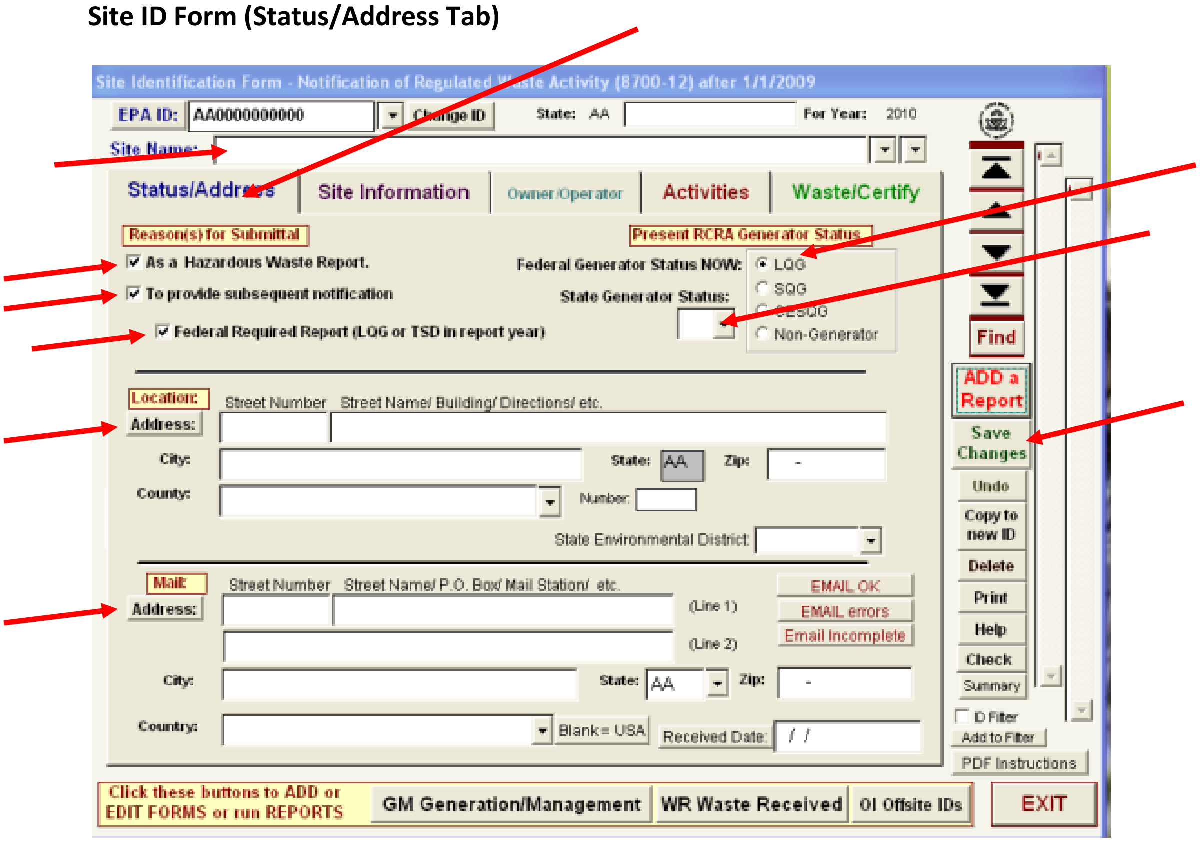
Entering your Data

Once you have set up your software you can start entering the data for your report.

1. Double click on the reporting year; it will take you to a screen like the one below. Enter your EPA ID number and click “Save/Continue”

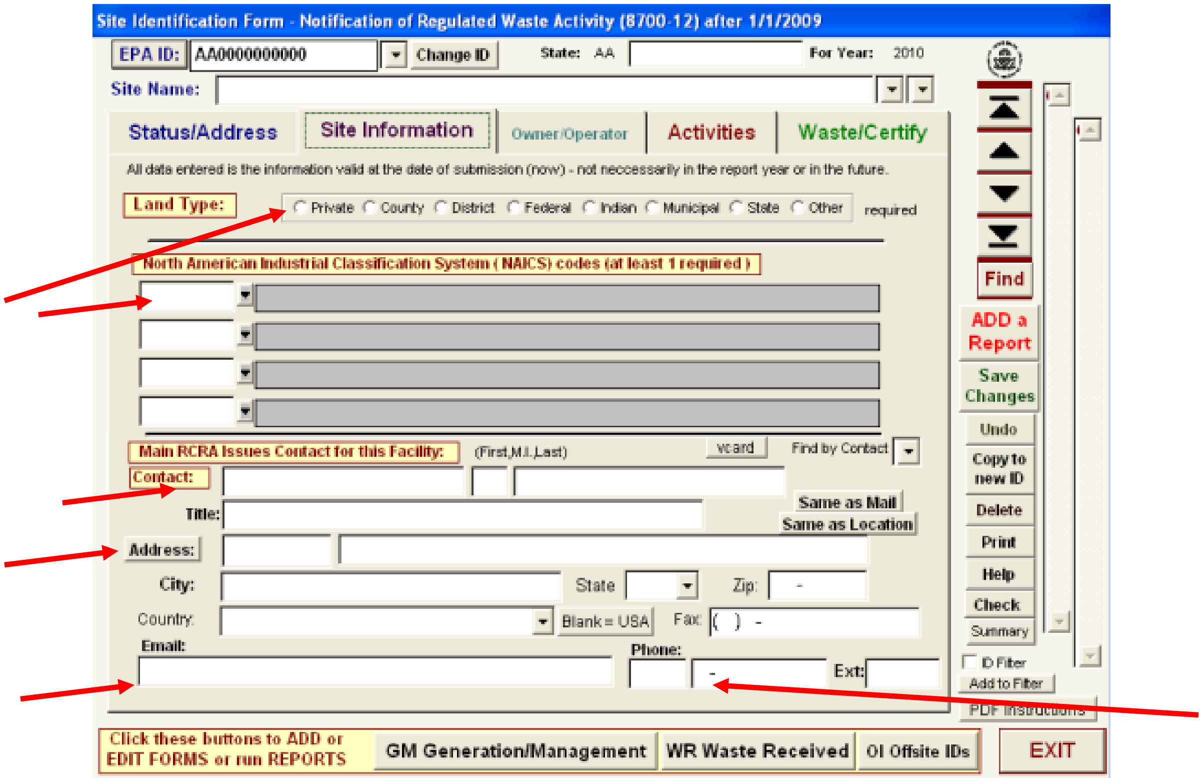


Site ID Form (Status/Address Tab)



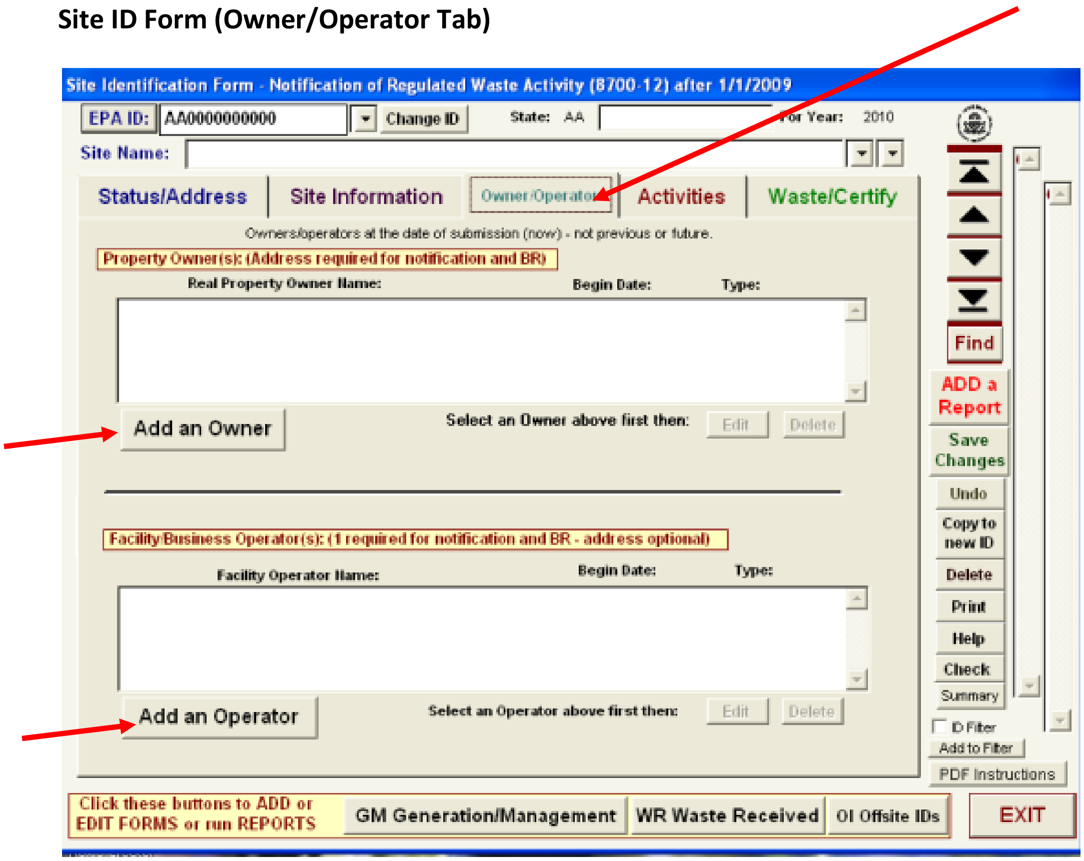
1. Enter the Site Name
2. Check “As a Hazardous Waste Report”
3. Check “To provide subsequent notification”
4. Check “Federal Required Report (LQG or TSD in report year)
5. Select “LQG” as your Federal Generator Status NOW
6. Select “1” for your State Generator Status
7. Enter the site’s Physical Address including zip code.
8. Enter the site’s mailing address with zip code.

Site ID Form (Site Information Tab)

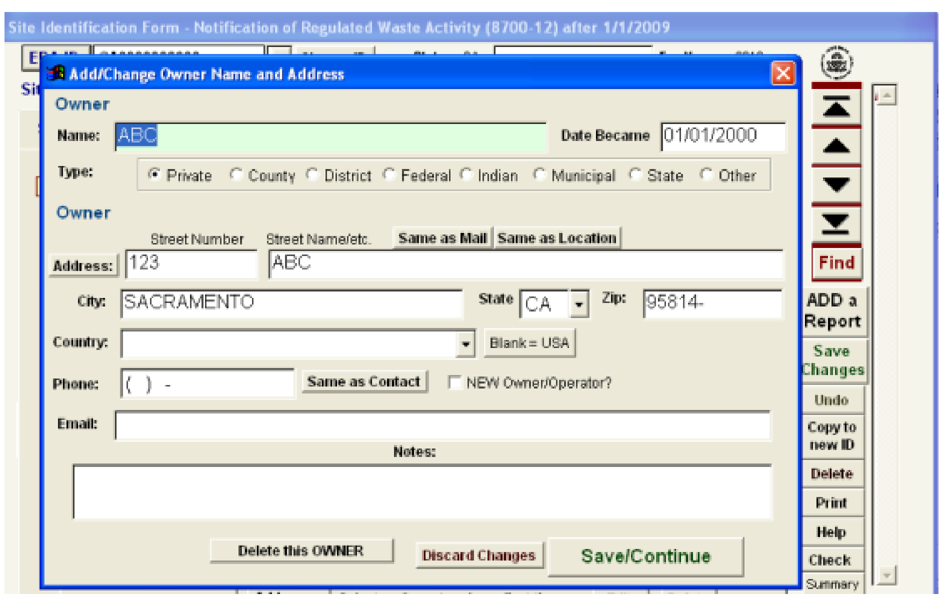


1. Select the Land Type
2. Either enter your NAICS code or choose from the drop down box. If you don't know your NAICS code you can find it at www.NAICS.com
3. Enter the Site Contact information
4. Enter the address for the site contact, fax number is optional
5. Email is optional
6. Enter the contact's phone number

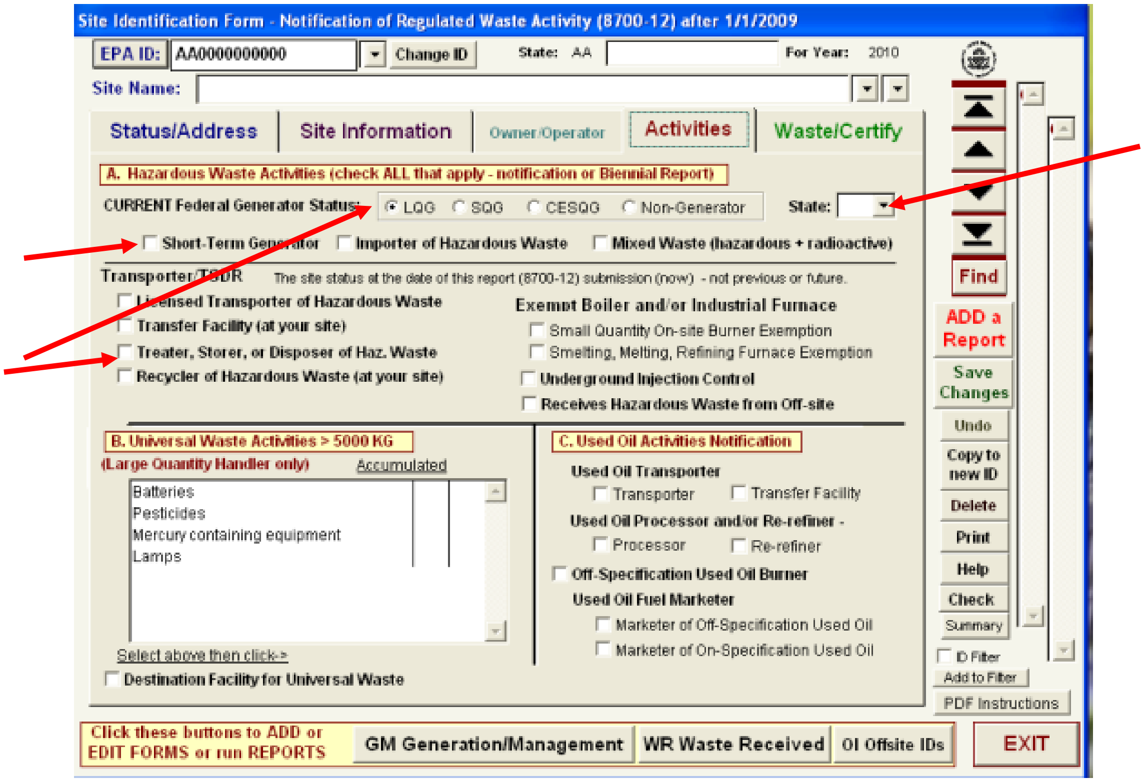
Site ID Form (Owner/Operator Tab)



1. Click on “Add an Owner”
2. Enter the information for the owner in the screen pictured below. Name, Date, Type, Address, Zip Code, and Phone number are required.
3. Enter the Operator information. Name, Date, and Type are required.

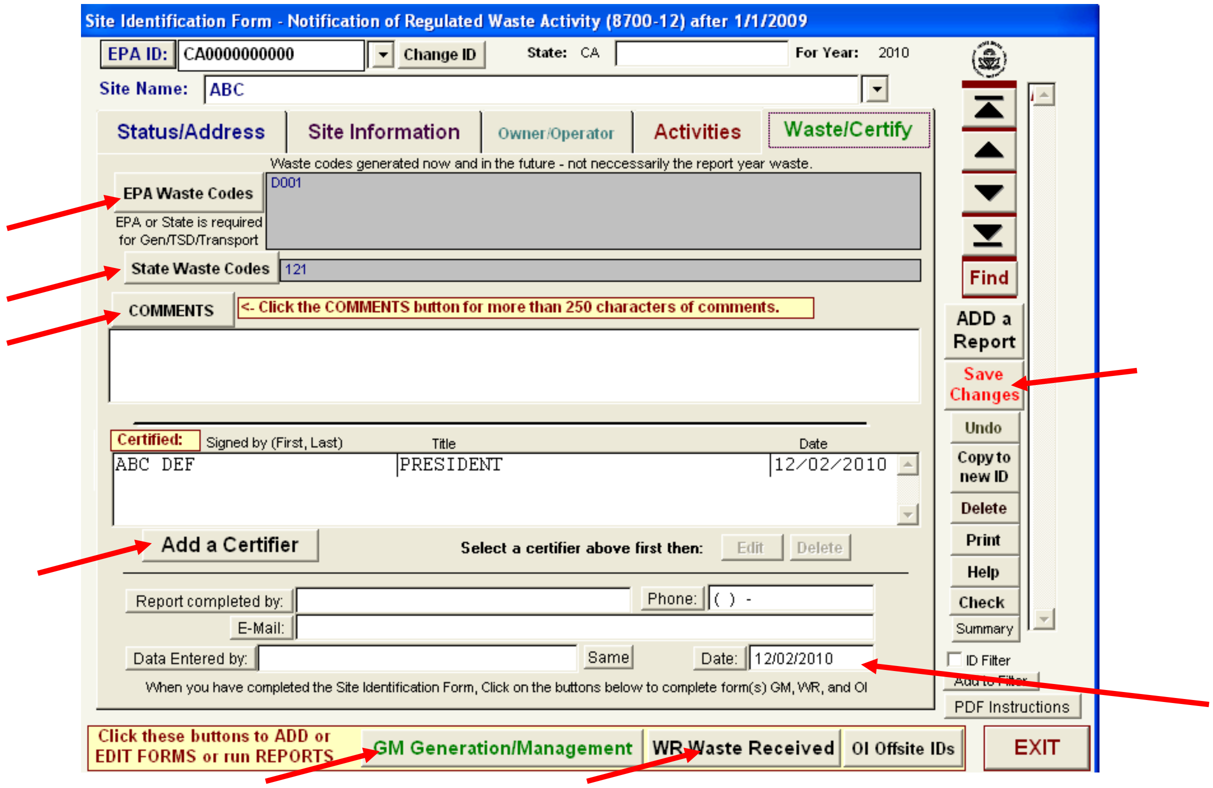


Site ID Form (Activities Tab)



1. Make sure “LQG” is selected.
2. Make sure “1” is selected for State:
3. If you are a Short-Term Generator check that box (one-time clean up)
4. “Treater, Storer, or Disposer of Haz. Waste” should only be checked if you are a permitted Treatment, Storage or Disposal Facility.

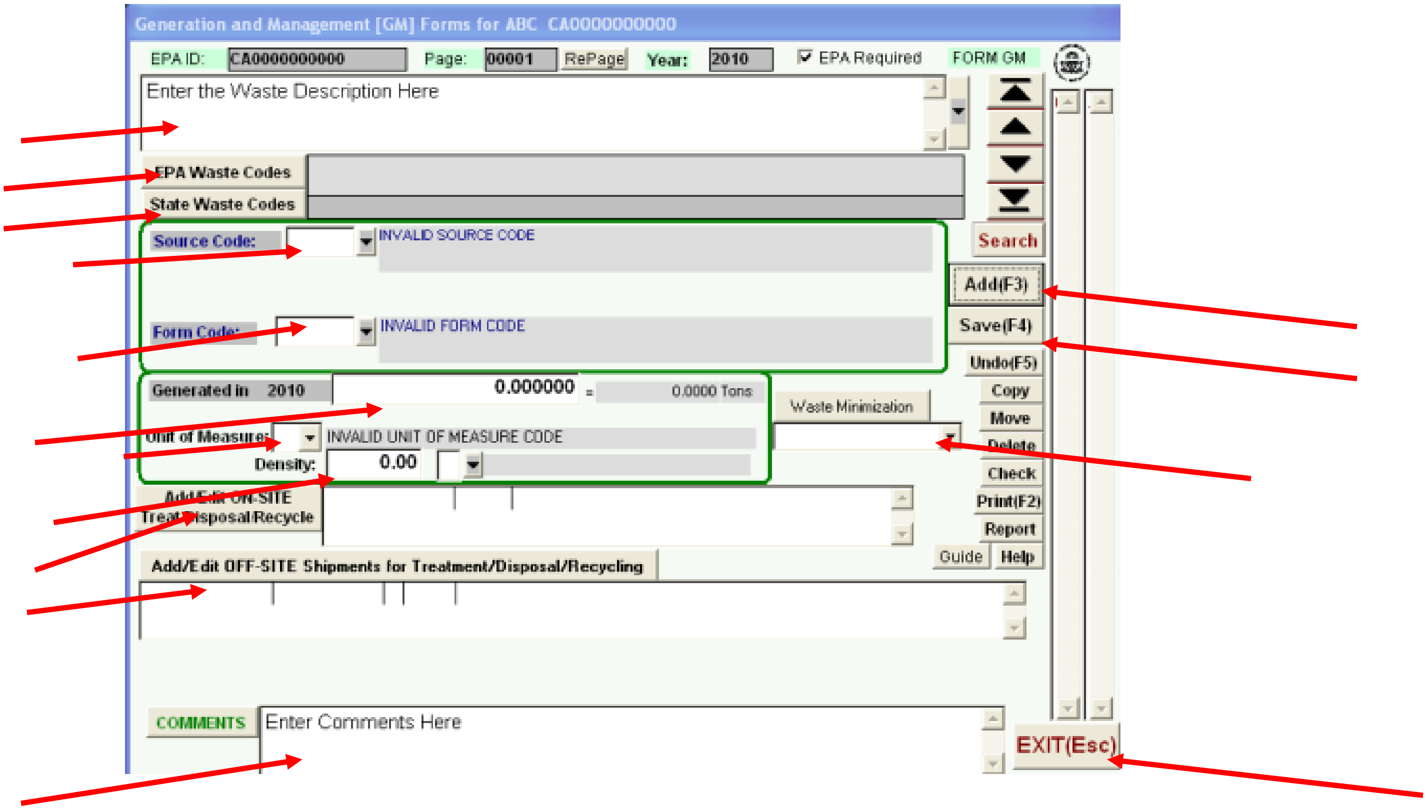
Site ID Form (Waste/Certify Tab)



1. Click “EPA Waste Codes”, you must enter at least 1 waste code here.
2. Click “State Waste Codes”, you must enter at least 1 waste code here.
3. If you checked “Short-Term Generator” you must provide a short explanation of why you generated waste.
4. Click “Add Certifier” You must fill in the name, title, and date of the person signing the report. THIS IS NOT THE ACTUAL SIGNATURE. YOU WILL NEED TO PRINT THIS PAGE AND SEND IN AN ORGINAL SIGNATURE TO SATISFY REPORTING REQUIREMENTS.
5. Add the Date in the Date box.
6. Click “Save Changes”. If you have not completed part of this form you will not be able to save the form until those fields are completed. If you cannot figure out what you are missing please call us.
7. Once you have saved your form you are now ready to fill out the GM FORM.

GM FORM

When you click on “GM Generation Management” you will see this warning. Hit OK.



1. Enter a description of the waste.
2. Enter all related EPA Waste Codes
3. Enter all related State Waste Codes
4. Select the Source code (you may only have one source code per GM Form) If you use G25 you will have special instructions. Please contact the BR Staff if you need to use this Source Code.
5. Select the Form Code (you may only have one form code per GM Form)
6. Enter the quantity generated
7. Chose the Unit of Measure, if you have chosen option 5, 6, or 7 you will need to provide the density of the waste and indicated whether this is in pounds or specific gravity.
8. Choose the Waste Minimization Code for this waste stream.
9. If you treated the waste on-site Click on the Add/Edit On-Site Treat/Disposal/Recycle and provide the required information.
10. If you shipped the waste off-site, click the Add/Edit Off-Site Shipments for Treatment/Disposal/Recycling. You will then need to enter the EPA ID number of the TSDF, the Management Method Code and Quantity Shipped. In most cases the total from this section should match the total from the generation field.
11. If you use G09, G19, G39, G49, G75, W119, W219, W319, W409, W519 or W609 you must specify in comments.
12. If you use the waste minimization code of Y or N you must detail in comments.
13. Click Save.

WR FORM

Click “WR Waste Received” to enter data for waste received, you will see this dialog box. Hit “Yes”.

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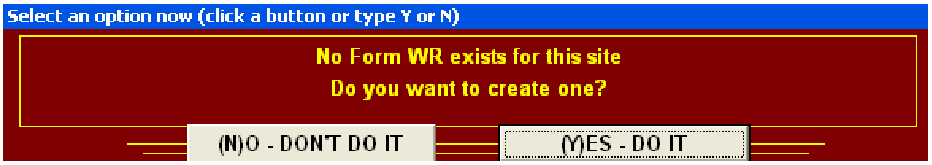
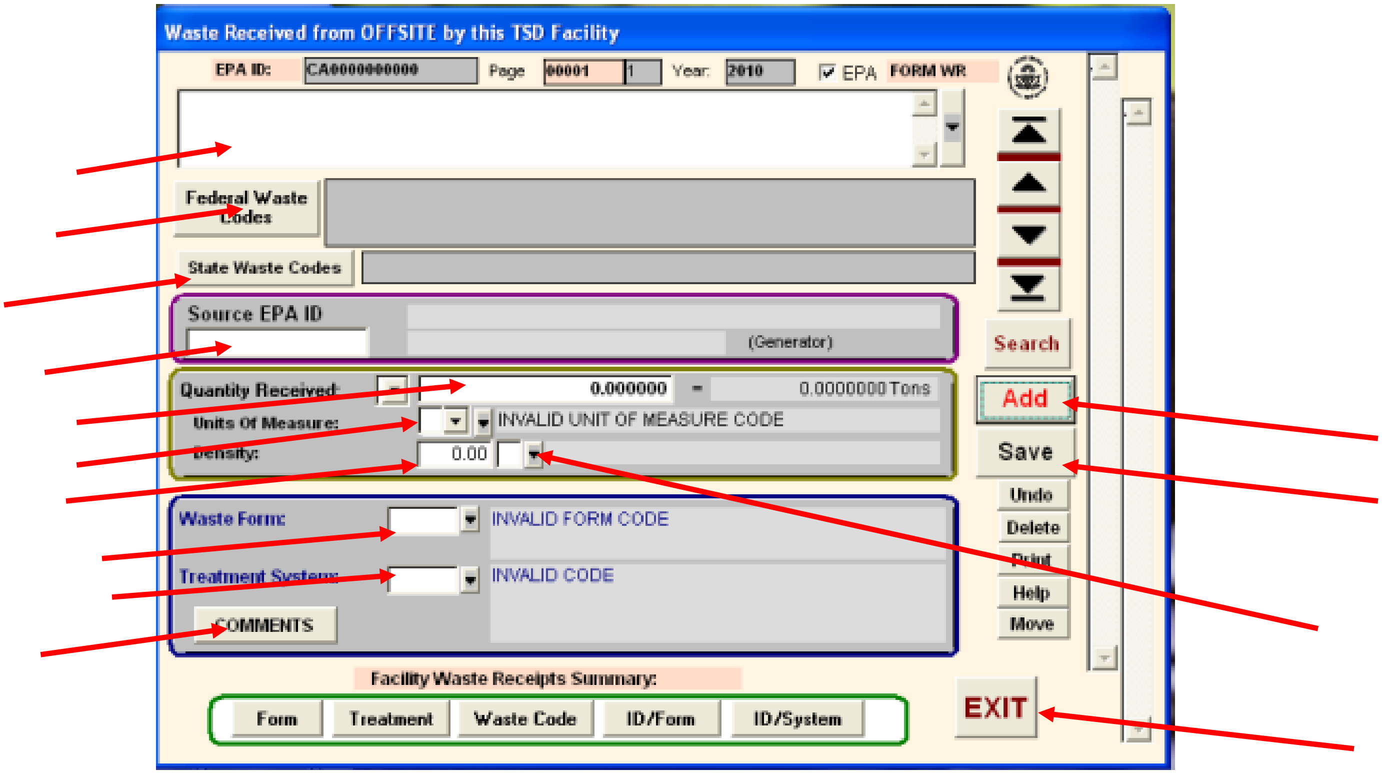
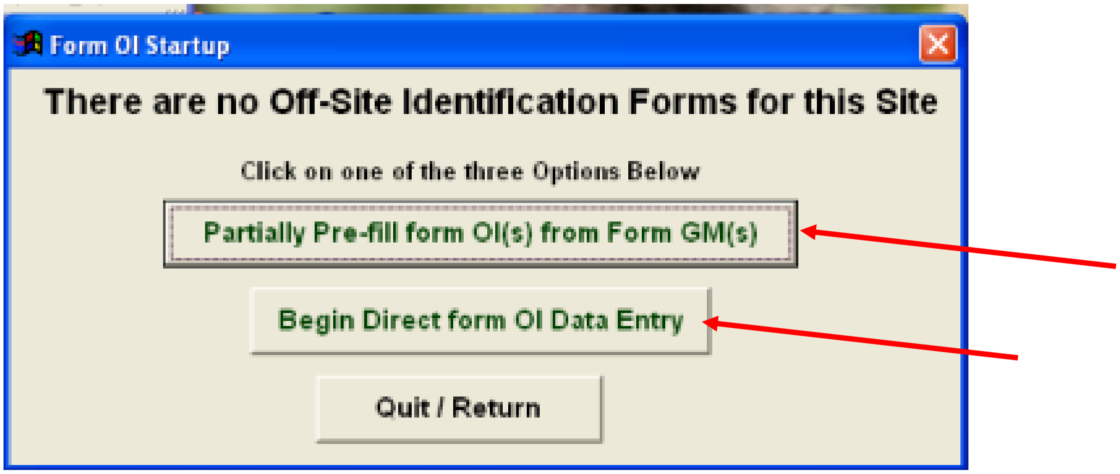




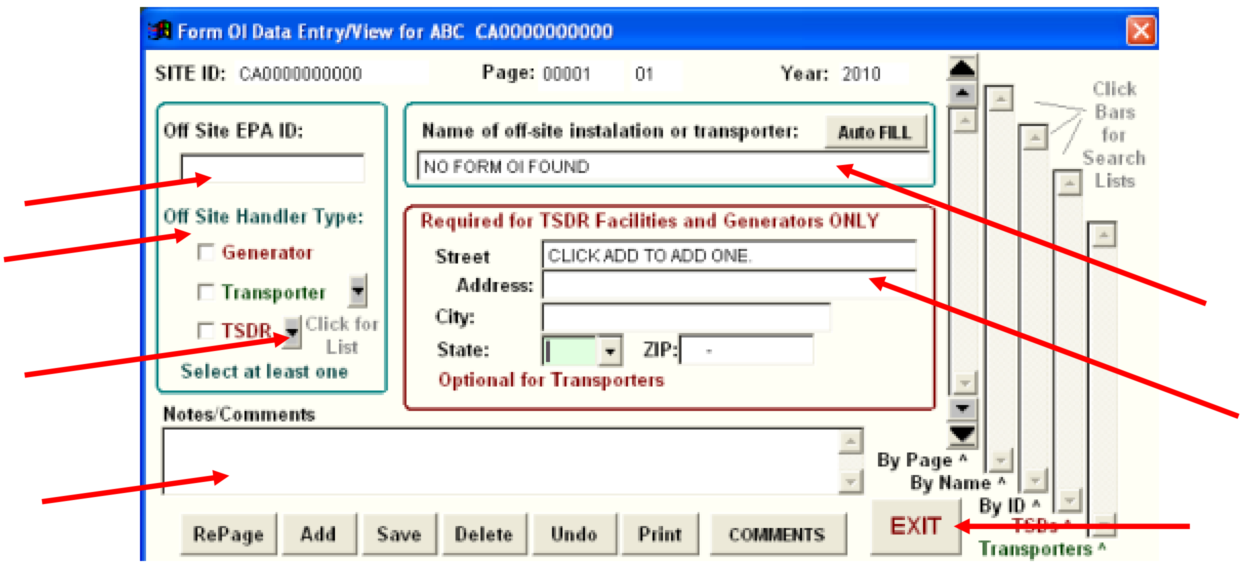
1. Enter the description of the waste in the large white box.
2. Click on “Federal Waste Codes” and enter all federal codes that are associated with this waste stream.
3. Click on “State Waste Codes” and enter all state codes that are associated with this waste stream.
4. Click in the white box under “Source EPA ID” and enter the EPA ID number of the facility which generated the waste. (The facility from which the waste was received).
5. Enter the amount of waste received in the Quantity Received field.
6. Select the unit of measure. If you use 5, 6, or 7 you must enter the density of the waste and whether it is in lbs/or specific gravity.
7. Enter the Form code associated with this waste stream. You may only have one Form Code per WR form.
8. Enter the Treatment System Code associated with this waste steam. You may only have one Treatment System Code per WR form.
9. If you use H039 or H129 you must specify in comments about the use of those Codes. If you use Form Codes W119, W219, W319, W409, W519 or W609 you must specify in comments or if you have additional comments. To do this click on the button “Comments”.
10. To add another WR form Hit Save and then Hit Add. If you are done with your WR forms Hit Save then hit Exit.

OI Form



Select Partially Pre-fill form OI(s) from Form GM(s).

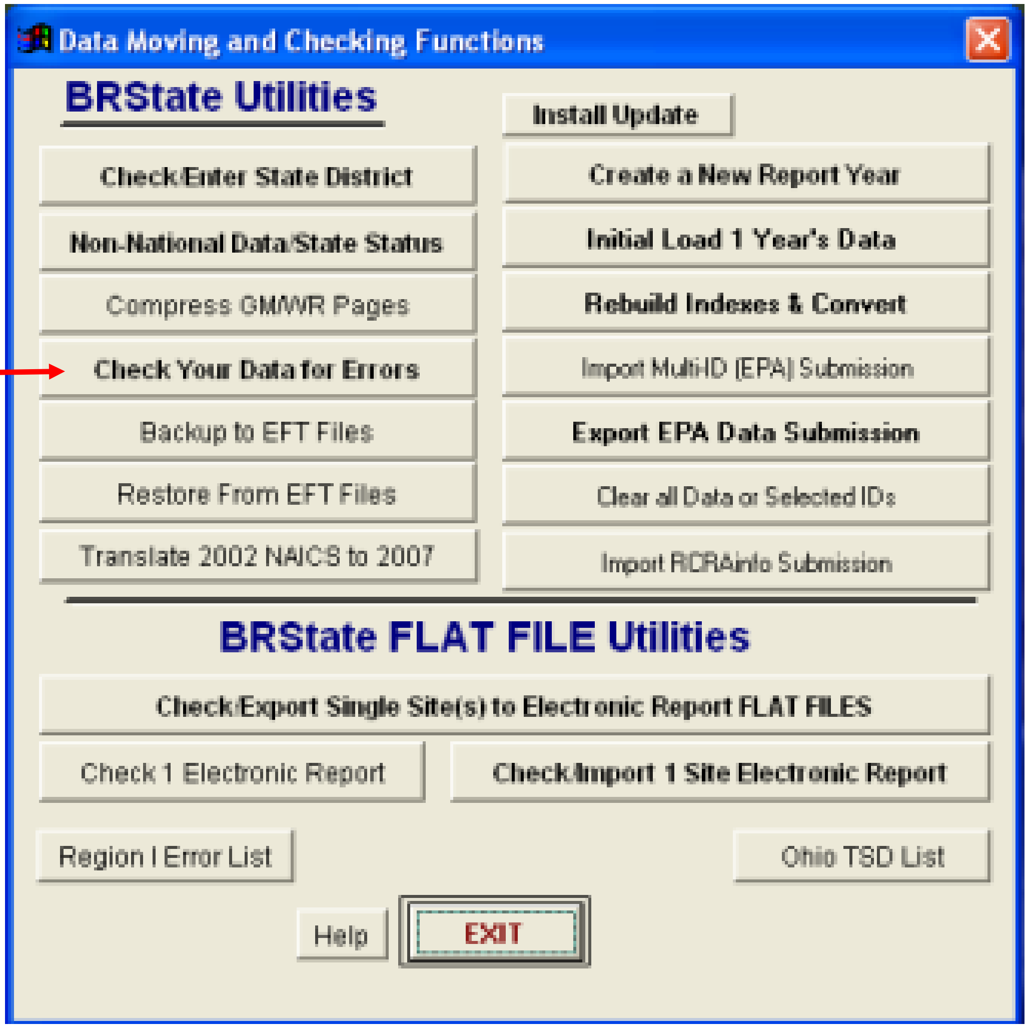
If you want to manually enter each OI form select Begin Direct for OI Data Entry.



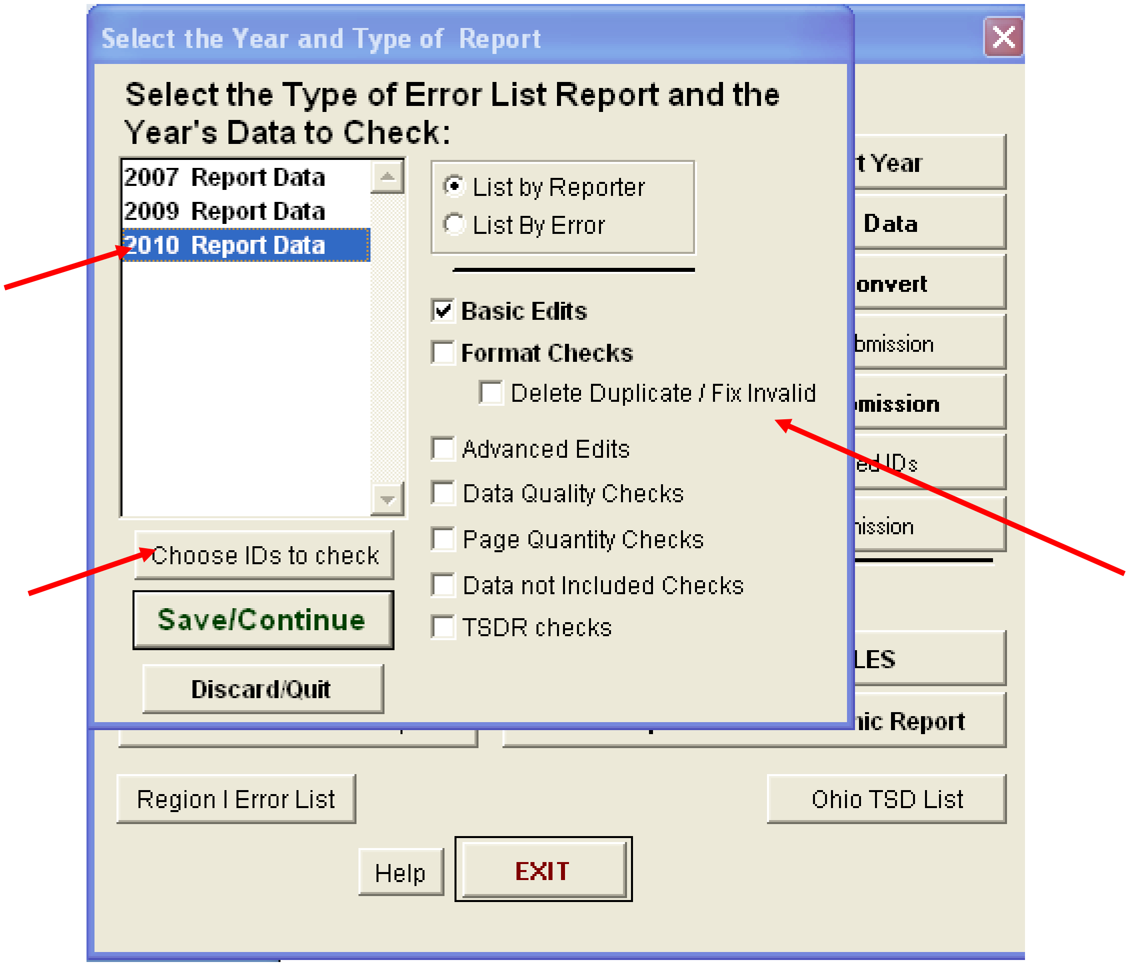
1. Enter the Off-Site EPA ID number then Select the Handler Type. If it is a TSDR select the appropriate facility using the down pointing arrow and picking from the list. This will pre-load part of the facility information.
2. Fill in all of the name and address fields.
3. Enter any Notes or Comments.
4. To add another OI form hit Save and then hit Add.
5. If you are finished entering OI forms hit Save and then hit Exit.

Checking your report for errors

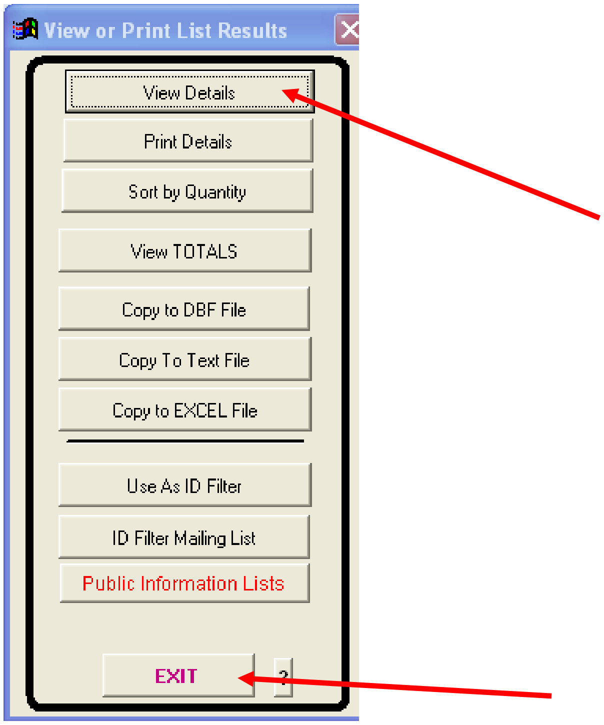
To get to this screen go the Start up screen. Select “State Utilities (Import Export)”.



1. Click “Check Your Data for Errors”

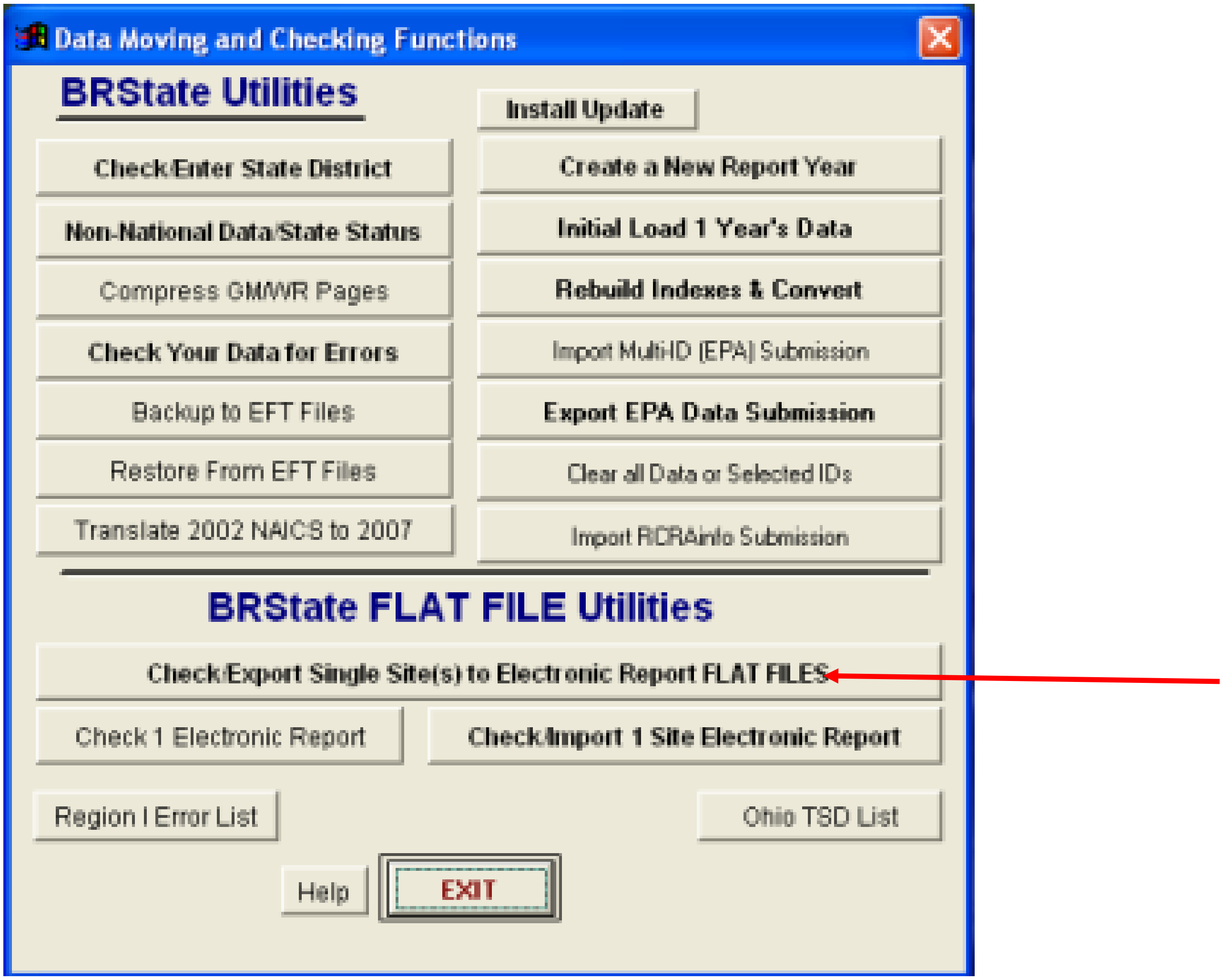


1. Select the correct year.
2. Make sure all of the error checks boxes are checked.
3. Click "Choose IDs to check" and find your facility.
4. Hit Save/Continue.

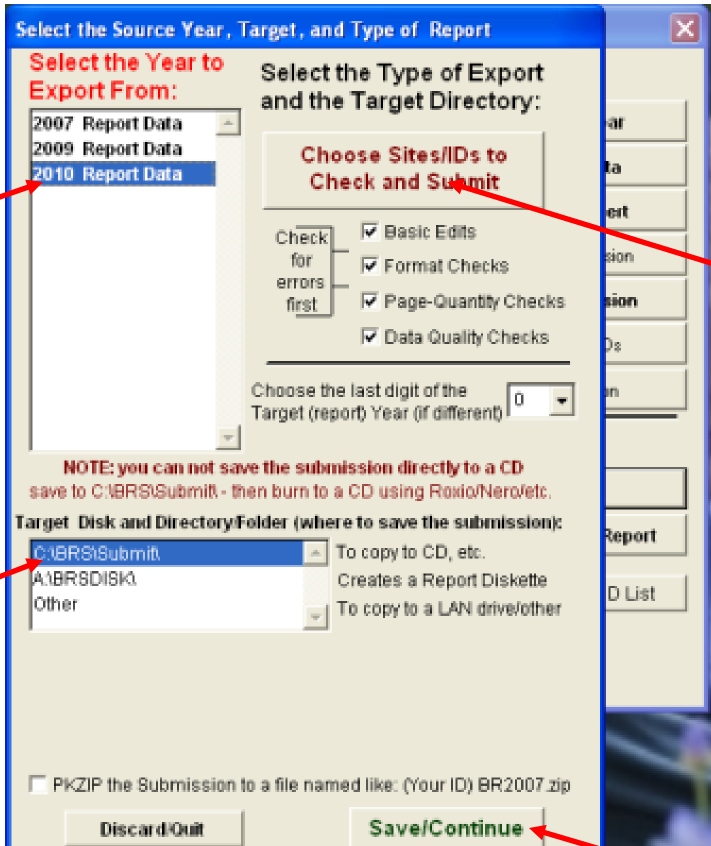


1. Select View Details, if you see nothing you are ready to create your submission file. Click Exit.
2. If there are Errors you must fix them before submission unless you have spoken to the Annual or Biennial Staff about the errors. Please contact us if you have questions about the errors.
3. Hit Exit to return to the "State Utilities (Import Export)" page.

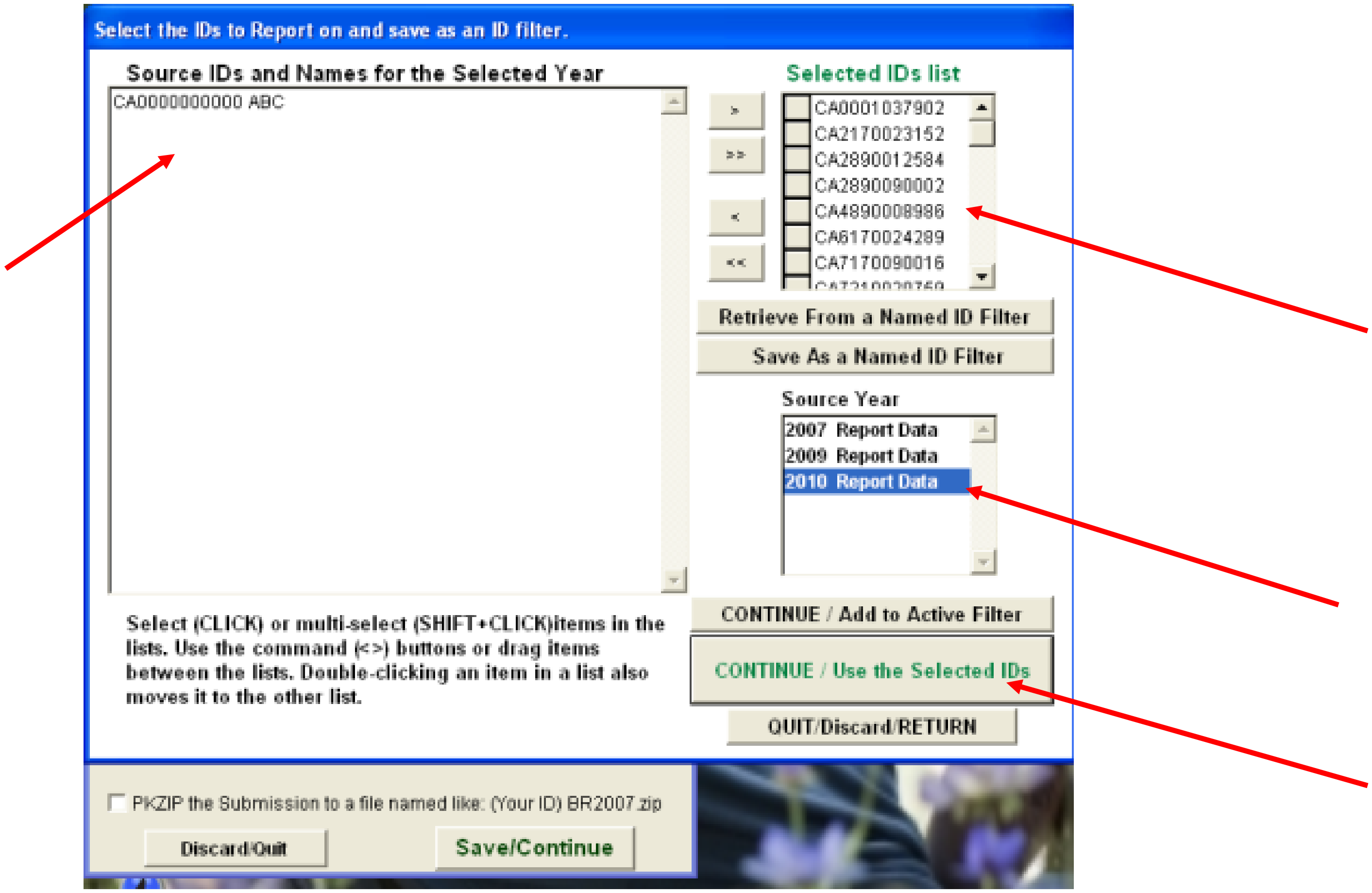
Creating your submission file



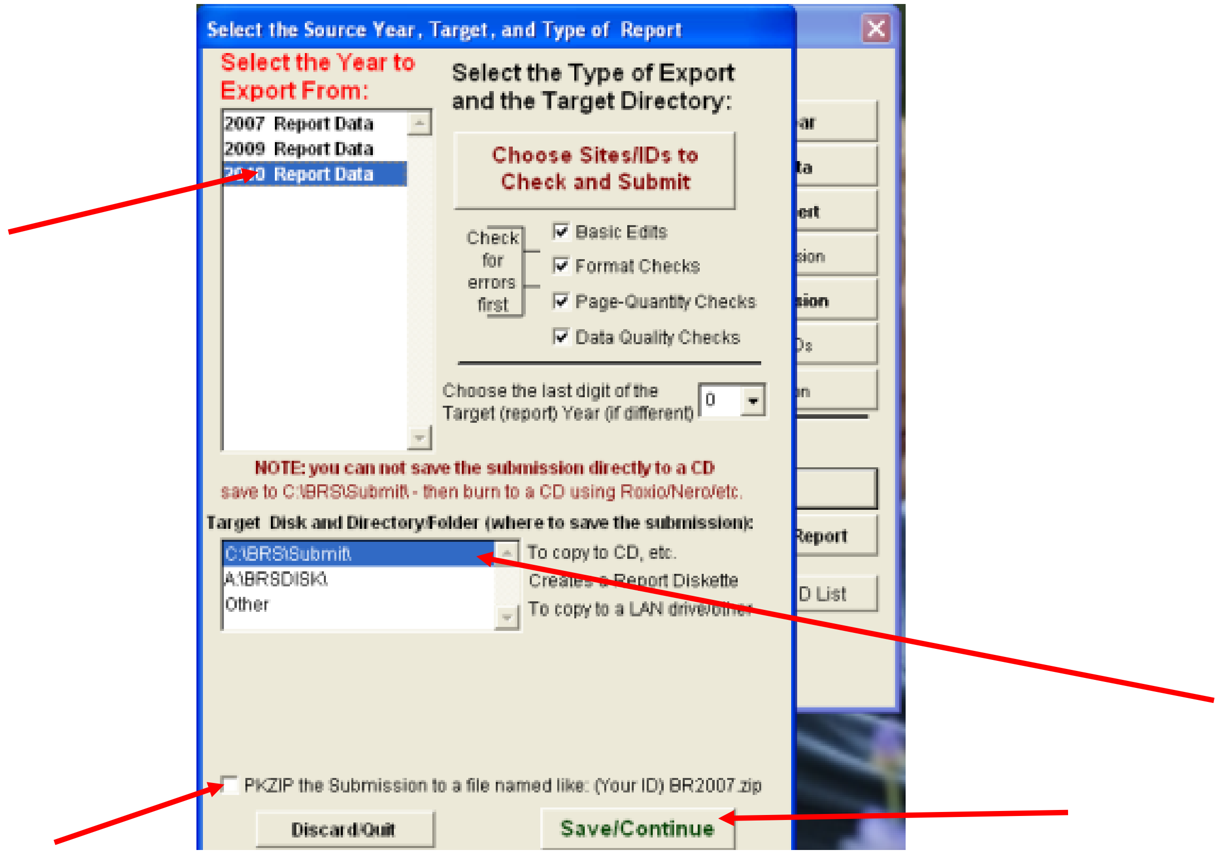
1. Select "Check/Export Single Site(s) to Electronic Report FLAT FILES"



1. Select the correct year.
2. Select where you want the files to be saved to.
3. Click “Choose Sites/IDs to Check and Submit”



1. Move the ID(s) you want to the “Selected IDs list”
2. Check that the correct year is selected.
3. Click “CONTINUE/ Use the Selected IDs, this will take you back to the previous page.



1. After you have selected the IDs you want to include make sure all of the "Check for errors first" boxes are selected.
2. Make sure you check the box "PKZIP the Submission to a file named like: (Your ID) bR2007.zip. This will make your zip file in place of the 2007 the selected year will be generated.
3. Hit "Save/Continue", when the Error Check page comes up. Review the "view details" to ensure there are not any errors in the report.
4. Once you have checked for any errors hit "Exit" and it will create your zip file (a black box will appear signifying that it is creating the file)
5. Go to the folder where you set the export to go to and look for the zip file. This is the file you will need to send in. You may copy it to a floppy disk, CD-R, CD-RW, or put it on a flash drive (USB). These will not be returned to you, so please make sure you take any personal items off of the media.
6. REMEMBER YOU MUST PRINT PAGE 4 OF THE SITE ID TO SEND WITH YOUR ZIP FILE. YOU MUST SIGN THAT PAGE WITH AN ***ORIGINAL*** SIGNATURE. PLEASE DO NOT USE A BLACK PEN.
7. You are almost done. Please mail your signature page and zip file to us either by U.S. Mail or FedEx/UPS.